



To: Toronto Public Library Board – January 29, 2007

From: City Librarian

Subject: **Board Expenses Policy**

Purpose:

To obtain Toronto Public Library Board approval of the revised Board Expenses Policy.

To inform Board members about the City of Toronto Council's revised policies for remunerating members of City Agencies, Boards, Commissions and Corporations (ABCCs) and for reimbursing the expenses and travel costs incurred in the course of their duties.

Funding Implications and Impact Statement:

Library Board expenses are provided for in the Library's operating budget.

Recommendations:

It is recommended that the Toronto Public Library Board:

- (1) approve the revised Board Expenses Policy (Attachment 1); and
- (2) receive for information the City of Toronto's:
 - i) Revised Remuneration Policy for City Agencies, Boards, Commissions and Corporations (approved by Council on February 1, 2006) (Attachment 2)
 - ii) Revised Expense and Travel Reimbursement Policy for City Agencies, Boards, Commissions and Corporations (approved by Council on February 1, 2006) (Attachment 3).

Background:

The Library Board adopted its Expenses Policy in March 1998 (Attachment 4). In January 2003, the City of Toronto's Council revisited and adopted revised policies for remuneration and reimbursement of expenses to ABCC members. The Expense and Travel Reimbursement Policy for City Agencies, Boards, Commissions and Corporations included statements that:

- Agencies, Boards and Commissions may establish policies consistent with the City policy; and
- receipts must be provided, except where the Board has a policy that determines a reasonable estimate of actual expenses that would be incurred.

The Toronto Public Library Board adopted the practice of annual lump sum payments as a reasonable estimate of actual expenses. They are:

- \$500 for Board members;
- \$750 for Board Vice Chair;
- \$1,000 for Board Chair.

The difference in the payments for the Vice Chair and Chair reflects the additional expenditures that these positions incur.

In February 2006, the City of Toronto Council adopted revisions to the Remuneration Policy and the Expense and Travel Reimbursement Policy. The Council directed that the revised policies were to be forwarded to the City's ABCCs, including the Toronto Public Library Board. The Council requested that the ABCCs adhere to the policies' principles and guidelines.

TPL staff has reviewed the Library's Board Expenses Policy in light of the City's 2006 revisions.

Comments:

The revised City Policy makes only one provision which is not included in either the current Board Expenses Policy or the TPL Expense Claims Policy. The provision states that citizen members may request reimbursement for incidental childcare expenses incurred as a result of attending Board meetings or authorized business, where the Board deems financial hardship would otherwise result. This provision has been included in the revised Board Expenses Policy.

The Board Expenses Policy adopted in 1998 included:

- a requirement that the Board:
 - allocate funds within the budget for member development, member recognition and special events;
- specific provisions to reimburse members for:
 - approved expenses incurred tending to Board business;
 - approved development activities, including attendance at conferences, participation in networking and similar events;

- membership in appropriate library-related associations, and participation in their activities;
- the Chair's responsibilities for reviewing and approving certain expenditures;
- references to the TPL Expense Claims Policy for further direction about claiming payment for expenses.

In the revised Board Expenses Policy, the Underlying Principles recognize the importance of the Board members' contribution to a thriving public library service. They explain that members of the Board are volunteers or City Councillors and therefore do not receive remuneration for their duties as Library Board members.

The Policy Statement states that the policy complies with the City's Expenses and Travel Policy for ABCCs. It then describes the range of the policy, and what expenditures the policy covers.

The TPL policy's Specific Directives include:

- the provisions of the Board Expenses Policy 1998;
- a description of the amounts paid to members in lieu of expenses;
- the additional provision regarding childcare expenses mentioned above.

Conclusion:

The revised Board Expenses Policy presented for the Board's consideration is consistent with the City Council's Revised Expense and Travel Reimbursement Policy for City Agencies, Boards, Commissions and Corporations.

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List of Attachments:

Attachment 1: Draft Toronto Public Library Board Expenses Policy, 2006.

Attachment 2: City of Toronto Revised Remuneration Policy for City Agencies, Boards, Commissions and Corporations (Approved by Council on February 1, 2006).

Attachment 3: City of Toronto Revised Expense and Travel Reimbursement Policy for City Agencies, Boards, Commissions and Corporations (Approved by Council on February 1, 2006).

Attachment 4: Toronto Public Library Board Expenses Policy, March 1998. (Motion 98-61)

Attachment 5: Toronto Public Library Expense Claim Policy.